

MANDATORY PERMANENT POSTING ON OFFICIAL BULLETIN BOARDS - DO NOT COVER

FORT HUACHUCA EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE

EEO Officer

Complaints Program Manager (CPM)/Alternative Dispute Resolution Program Manager (ADRP)/Special Emphasis Program Manager (SEPM)/Disability Program Manager (DPM)/Affirmative Employment Program Manager (AEPM)

Contact Number: (520) 533-2028 / Fax Number: (520) 533-3366

SPECIAL EMPHASIS PROGRAMS

African-American/Black Employment Program, American Indian/Alaskan Native Employment Program, Asian/Pacific Islander Employment Program, Federal Women's Program, Hispanic Employment Program, and Individuals with Disabilities Program - SEPs promote equal employment opportunity in the hiring, advancement, training, and treatment of each targeted program.

REASONABLE ACCOMMODATION

Any covered DA employees including Nonappropriated Fund (NAF) employees and/or applicants for federal employment at Fort Huachuca (FH), who believes he/she "need" a reasonable accommodation based on a disability or religion and meets the criteria of a "qualified individual with a disability" and/or "need" and meets the criteria of "religious accommodation" in employment within the DA, may request a reasonable accommodation (RA) from the first line supervisor or designated management official. The covered individual's may also contact the DPM.

COMPLAINTS OF DISCRIMINATION

Any covered DA employees, NAF employees, former employees, or applicants for federal employment at FH, who believes he/she has been discriminated against on the basis of race, color, religion, sex, national origin, equal pay, physical or mental disability, age (40+), genetics and/or retaliation in employment within the DA, may file an individual or group complaint of discrimination.

The aggrieved person or group **MUST** present the matter to an EEO official (by contacting the servicing FH Installation EEO Office) for inquiry within **45 calendar days** from the date of the alleged discriminatory event, the effective date of a personnel action, or the date that the aggrieved person became aware or reasonably should have become aware of the discriminatory event or personnel action.

Contingent Workers (Contract Employees) **MUST** report allegations of discrimination to his or her nonfederal employer, U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) and/or the nearest Equal Employment Opportunity Commission (EEOC) field office. If contingent workers request to file a complaint of discrimination against the DA, the employment relationship must be established between the contingent workers and DA, to determine if the contingent workers qualify as a covered DA employee. If qualified as a covered DA employee, the contingent workers may present the matter to the servicing FH Installation EEO Office.

MEDIATION

Mediation is a method of ADR that is widely used on FH. It is an informal dispute resolution process in which a neutral and impartial third party assists the parties in conflict to negotiate an acceptable settlement of issues. Mediation is available to covered DA employees of FH for workplace disputes and/or EEO complaints.

MANDATORY EEO TRAINING

All covered DA employees, NAF employees and Military supervisors of covered DA and NAF employees are required to take the initial Anti-Harassment and Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act training and annual refresher training.

ASSIGNMENT OF AN EEO COUNSELOR OR MEDIATOR IS THROUGH THE FH INSTALLATION EEO OFFICE.
THE OFFICE IS LOCATED IN BUILDING 22328, 358 AUGUR AVENUE. Hours of Operation: Monday - Friday (08:00am - 04:30pm)

OFFICIALS AUTHORIZED TO RECEIVE FORMAL COMPLAINTS OF DISCRIMINATION

Equal Employment Opportunity Officer
ATTN: (IMHU-EE)
358 Augur Avenue, Building 22328
Fort Huachuca, AZ 85613-7016

ISSUED JANUARY 2016